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To: All DWD Staff

From: Monty W. Combs
Deputy Commissioner/ Controller *MWC*

Date: March 31, 2005

Subject: DWD Policy 2004-27
Out-of-State Travel Authorization

Re: All Funding Sources Administered by DWD

Purpose: To reissue DWD policy and procedure for Out-of-State
Travel requests and to provide updated instruction for
Completing SF823 Authorization for Out-of-State Travel

Rescissions: DWD Communication 2002-32, issued April 11, 2003

CONTENT:

All state employees who travel to another state for any job-related reason must have prior authorization for out-of-state travel, whether or not it is paid by the State. This includes, but is not limited to, conferences, seminars or meetings, and one-day trips to locations in bordering states. Authorization for out-of-state travel not only provides for reimbursement of travel expenses and assumption of the employer's liability, but also the payment of salary while absent from the assigned station. Authorization is either an Authorization for Out of State Travel (SF823); or the limited blanket approval for the fiscal year.

The blanket approval is a list of approved employees that travel frequently to the contiguous states of Michigan, Ohio, Kentucky, and Illinois. These staff members travel in state owned vehicles, or their personally owned vehicles, and will not be claiming lodging reimbursements when out of the State of Indiana. The distance traveled into an adjacent state cannot exceed fifty (50) miles.

Out-of-state travel requires written approval from your supervisor, the Commissioner, and the Indiana Department of Administration (IDOA) before travel begins by completing an Authorization for Out of State Travel (SF823). Instructions for completing an SF823 are included in this communication; an electronic version of this form can be found on DWITE.

The following is a list of requirements pertaining to the submission of any Authorization for Out-of-State Travel:

- 1.) The SF823 form must be typed. Although corrections may be made on this form, it should have a professional appearance.
- 2.) Two or more DWD staff traveling to the same location, or training, requires a memo of justification to the Commissioner of IDOA. This memo must list each individual's name and why it benefits Indiana to send the employees to the same location or training. An in-house memo of justification to the DWD Commissioner is needed when two or more are traveling to the same destination.
- 3.) SF823 forms must be received by Accounts Payable a **minimum of 45 days** prior to the date of departure, per the DWD Commissioner. The form must be submitted to IDOA a **minimum of 30 days** prior to the date of departure per IDOA regulations. **If these deadlines cannot be reached, the traveler needs to submit a letter of late justification that states the reasoning.** Please be aware that the approval process takes approximately thirty (30) days for the Continental US; therefore, **you need to submit your SF823 to Accounts Payable a minimum of 45 days prior to travel.**

NOTE: In the event a traveler is going out of the country, the approval process takes approximately sixty (60) days. Therefore, the SF823 needs to be submitted to Accounts Payable a minimum of 75 days prior to travel.

- 4.) If an employee is driving to the destination, the State Travel Rules require the use of a state owned vehicle. **Personal automobile use must have a letter of justification attached to the SF823 form.** The only exceptions are travel to and from the airport or weekend travel. Approval for use of personal automobiles can only be authorized by IDOA.
- 5.) If an employee needs to use a rental car, a **letter of justification** must be attached to the SF823 form. This letter must state the reasoning and the cost savings to the state, over other forms of transportation.
- 6.) In addition to the SF823, a copy of the daily agenda, program or schedule, which includes documentation of dates, locations, completed registration form, registration fee, and lodging must be attached. Also submit any letters of justification that are applicable. If this information is not in writing, (i.e. notified by phone) and you cannot submit the Authorization for Out of State Travel in a timely manner, please contact Accounts Payable for further guidance.

When planning out-of-state travel, it is important to make travel arrangements before preparing an SF823. In most instances, the traveler will contact the State of Indiana's travel agency (currently Carefree Worldtravel) to make airline and hotel reservations. On occasion, travel arrangements will be made by the host organization. **However, when DWD pays for the travel, the State of Indiana's travel agency MUST make the travel arrangements.** Generally, airfare fees are charged to the agency's airline account. However, Carefree Worldtravel may occasionally book a flight with an airline that will not charge the agency directly. Should this happen, contact Accounts Payable. The traveler may also be asked for a credit card number to guarantee hotel reservations for late arrival. Travelers are personally responsible for guaranteeing their own reservations. The agency has no means to do this for you.

After the SF823 is approved, the airline ticket(s) will be purchased and delivered to Accounts Payable and the traveler via email. The delivery time is approximately one (1) week prior to the departure date. The traveler is then notified by Accounts Payable that he/she must make arrangements to sign the airline invoice in order for payment to be made.

If, for any reason, an out-of-state trip is canceled, it is the traveler's responsibility to cancel ALL accommodations. This includes, but is not limited to; hotel reservations, registrations, airline tickets and reserved state owned vehicles. The traveler must also inform Accounts Payable of the cancellation **PRIOR** to the intended departure date.

If the Department of Administration denies an out-of-state trip, the traveler will be notified by Accounts Payable prior to the date of departure. In this case, the traveler is once again responsible for canceling ALL travel accommodations.

Under no circumstance is a traveler to go on an out-of-state trip without receiving approval from IDOA prior to the trip. If a traveler is uncertain about whether a trip has been approved, call Accounts Payable.

PLEASE NOTE: The traveler is responsible for registering himself/herself for the conference or meeting. This is done after Accounts Payable notifies the employee that the trip has been approved. Accounts Payable is ONLY responsible for making payment arrangements with the conference/meeting coordinators. As well, it is Accounts Payables' responsibility to pay all registration fees.

EFFECTIVE DATE: April 18, 2005

REVIEW DATE: January 31, 2007

ENDING DATE: April 18, 2007

ACTION: Please utilize this information and the attached instructions for preparing an SF823 when planning out-of-state travel. Any questions should be directed to Pat Tweedy, Manager at (317) 232-7726 or Missy Wolfe, Assistant Manager at (317) 233-6673.

OWNERSHIP: Accounts Payable

MWC/MW: mw

INSTRUCTIONS- AUTHORIZATION FOR OUT OF STATE TRAVEL (SF823)

This is a multi-part form and must be typed.

This form must be filled out each time you are required to travel out-of-state. Submit a separate form for each person traveling. Below please find the numbers, which correspond with those on the form facsimile attached.

1. Leave blank.
2. Enter month, day and year of request.
3. Department of Workforce Development
4. 6710/151000 F
5. Your work number (or your assistant's, if he/she can answer questions about your trip.
6. Your name (Last Name, First Name, Middle Initial)
7. Your working title or classification
8. If your trip is to be extended either before or after (**not both**) your scheduled meeting for personal reasons, check "yes" (**include dates**) or check "no" if not.
NOTE: A traveler cannot extend the trip more than 3 calendar days.
9. This is the city from which your trip will originate—either your work station or your home whichever is closer.
10. The city and state where your meeting is being held.
11. Actual date and time your flight departs, or you leave home/work if driving.
12. Actual date and time your flight returns, or you arrive home/work if driving.
13. If anyone is going to the same meeting with you, please list here. Also, please leave room for Accounts Payable staff to fill in a request number after each name.
Remember: This requires a letter of justification.
14. Actual date and time your meeting begins.

15. Actual date and time your meeting ends.
16. In a concise manner, please give supporting reasons why attending this meeting (or other activity) is in the "best interest" of the State. In addition, please include the name of the company, agency, workshop, seminar, and/or meeting you are attending. Do not simply refer to an attachment as this will be rejected by the Department of Administration and will be returned to you unapproved. Also, please spell out all acronyms. Persons outside of our agency rarely know what all those letters stand for. (Supervisors must initial here to signify approval.)
17. In the empty field to the right, indicate the title of the seminar, meeting, etc., and the payee. Show the registration fee amount in the right hand column. If a registration form is required, please **complete the form** and attach it to the SF823.
18. Check the appropriate box (note-if air transportation would be cheaper you may not be allowed to drive or you will only be reimbursed up to the amount of the airfare). If you are traveling by air, bus, or train Navigant International will give the amount to you.

If you are using a State car, the cost estimate is -0-.

If you are using your personal automobile, multiply the number of miles by the mileage rate (currently \$.34/mile up to 500 miles then \$.17/mile each additional mile). **Reminder: except for travel to and from the airport, a letter of justification must be attached to SF823 form, which justifies the use of a personal automobile and shows \$100 cost savings.**

If you are renting an automobile to get "in and around" the city you must attach justification and cost estimates (contact Accounts Payable for details).

19. List the number of days you will be staying overnight and multiply by the room rate (**including taxes**) for total lodging amount. To the right, list the total cost of the hotel. Please include the hotel name and address with the supporting documentation.
20. Show the number of days in travel status and , in accordance with per diem allowances, indicate the total amount in the right hand column. Remember not to include meals provided or covered in the registration fees.
21. Enter the total estimated amount for parking, taxi, and/or public transportation. Costs for these can be obtained by calling Carefree Worldtravel.
22. Explanation of estimated expenses incurred above-Section 21 on the form (i.e. parking \$30.00; taxi \$40.00; phone \$25.00; computer access \$40.00; etc.).

23. The total of amounts in Sections 17-21.
24. Your signature and date signed.
25. **RESERVED FOR DWD COMMISSIONER'S SIGNATURE ONLY.** If a form contains any other signature in this box, it will be returned to the employee.

On the bottom right hand corner of the form, please type the **Cost Center and Project/Activity code** to which your trip will be charged.

After the form is completed and approved by your supervisor, it must be submitted directly to **Accounts Payable at 10 North Senate Avenue, Indianapolis, Indiana, 46204**. Accounts Payable will be responsible for auditing the SF823. If the completed form is not correct or required documentation is missing, Accounts Payable will return it along with a transmittal to the traveler's supervisor.

Accounts Payable will be responsible for sending the SF823 on signature route. As well as, submitting the form to IDOA.

Accounts Payable will return a copy of the approved form to the traveler once it has been signed by IDOA. Or, in the event that IDOA or any of the signatories denies the trip, Accounts Payable will notify the employee prior to the date of departure.